



CITY OF SAN RAMON

PARKS & COMMUNITY SERVICES COMMISSION POLICY

Effective Date: October 11, 2011	Approved by: City Council
Subject: Facility and Park Naming Policy	

1. The City Council delegates the responsibility for the naming or re-naming of parks and their associated fields and community recreation facilities and their associated rooms to the Parks and Community Services Commission.
2. The Parks and Community Services Commission shall solicit community input for naming parks, fields, facilities and rooms.
3. Criteria used for establishing a park, field, room or facility name, re-name , or dedication shall include the following:
  - A. Park or facility location/geographic area or relationship to the natural surroundings;
  - B. An outstanding feature, design or theme of the park or facility, whether it is natural, geographical or manmade;
  - C. An adjoining or local subdivision, street, school or facility;
  - D. Names of historical significance or for recognition purposes should be of a local nature (i.e. from or about San Ramon);
  - E. Memorial Naming Requests. When honoring an individual, individual must be deceased a minimum of three years to be considered. Living individuals will not be considered. If named or dedicated after an individual, the person should have been a resident of San Ramon and have made a significant contribution to the San Ramon community. The level of involvement and commitment to the San Ramon community over a span of 10 years or more that are sufficient for accomplishments and contributions to have taken place; involvement should be voluntary (beyond the normal course of employment) to include involvement in service clubs, civic organizations, school community, elected/appointed positions, military service, church community, and non-profit groups. The individual must not have been convicted of a felony or a misdemeanor involving moral turpitude.

1) Nomination of an Individual or Community Leader

- a. In order for an individual's name to be considered by the Parks and Community Services Commission, a nomination must be submitted in writing with justification. The request should include the proposed name, naming justification, a letter of support, requestor contact information and any other relevant items of support. A nomination must be complete at the time it is submitted.



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- b. Justification must include information on the individual's significant and varied contributions such as service to the Community, involvement on community boards, elected service, volunteer service and membership in community or civic organizations. Years of service should be quantified along with leadership positions held and accomplishments over a span of 10 or more years.
      - c. Letters of support should be from non-related individuals who served with or are in a position to substantiate the nomination and add clarity to the reason why the individual is being nominated.
      - d. Other relevant items of support could include but are not limited to newspaper articles, proclamations, awards, certificates, etc.
    - F. Names should be non-partisan. No city-owned facility, park, field, or room should be named after a seated elected or appointed official.
  - 4. The Facility Committee of the Commission shall be charged with selecting the naming process utilized for naming or renaming a park, field, facility or room name.
    - A. The process may include one of the following:
      - 1) Review of public input and selection of a recommended name for approval by the Commission;
      - 2) Review of public input and recommendation of a list of names for discussion and final approval by the Commission;
      - 3) Review of public input and recommendation of a list of up to five names approved by the Commission for public voting.
    - B. Should the Facility Committee select process "3" (the public voting option), the following process will be utilized:
      - 1) The Parks and Community Services Commission
        - 1. Reviews the five recommended names selected by the Facility Committee
        - 2. Adds any additional names for discussion, and approves a final list of up to five names for public voting. The Commission should be comfortable with naming or re-naming a particular park, field, facility or room with any of the five names it selects prior to soliciting public vote.



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- 2) The selected five names will then be posted on the City Website for a period of 30 days and appropriate publicity will be released asking the public to vote for their favorite name for the site. One vote per email address will be allowed and duplicate votes will be discounted. At the end of the 30-day period, the name with the highest number of votes is then presented to the Commission for final approval.
5. The appeal process for any Commission approved park, field, facility or room name shall lie with the City Council.